

9.0 Maintenance Program

The Maintenance Program provides funding for non-recurring maintenance to existing airport facilities in order to keep the facilities in a safe and economical operating condition. The program is also designed to encourage and assist airport sponsors with the implementation of preventative maintenance programs that will extend the useful life of the facilities and reduce the frequency of their replacement or reconstruction.

The Virginia Aviation Board has delegated the authority to review and approve funding requests for the Maintenance Program to the Virginia Department of Aviation.

9.1 Project Eligibility

Eligible maintenance is identified as scheduled inspections, scheduled and unscheduled maintenance, and unscheduled repairs that are necessary to preserve existing airport facilities and operations. Scheduled inspections should be conducted on a quarterly basis.

Maintenance funds cannot be used to upgrade, enhance, or expand facilities. In addition, *Code of Virginia* §5.1-55 does not allow Aviation Special Funds to be spent on recurring maintenance, which has been identified as work that must be performed daily, weekly, or monthly to maintain a facility's appearance or operational use. Recurring maintenance involves activities such as grass cutting, pavement sweeping, and snow removal. The replacement or repair of items damaged or lost due to negligence, accident, theft, or vandalism is not eligible for reimbursement.

9.1.1 Facility Maintenance Projects

Eligible maintenance projects may be performed on airport facilities and infrastructure that were properly designed and constructed. Maintenance of certain airport facilities is not eligible where the original design and construction were not approved by DOAV. If a sponsor wishes to apply for maintenance funding for such a facility, a DOAV engineer must assess the original design, structural integrity, and maintenance history of the facility and determine its eligibility for the program.

Eligible projects include:

- obstruction removal on airport property or on property where the sponsor has the rights to top or completely remove the obstruction
- pavement maintenance and repairs, including pothole repair, grass removal, crack seal, and pavement surface treatments such as slurry seals
- removal of vegetation that causes pavement deterioration, impedes drainage, and causes deterioration of facilities
- replacement of pavement markings

- repairs of problems with airport lighting systems, visual aids, automated weather observation systems, ground communication outlets, and pilot briefing systems
- emergency repairs of a facility that will prevent its destruction or deterioration if not performed immediately
- replacement of lamps, gaskets, transformers, cables, wind cones, and such used in eligible lighting and visual aid devices
- repairs to fueling systems including repairs to electrical systems, pumping systems and lines, containment systems, rust removal, and painting
- repairs to terminal buildings and maintenance equipment storage buildings, as well as associated systems and equipment that are eligible for funding under the Airport Capital Program
- quarterly or annual inspections of airport lighting systems, visual aids, automated weather observation systems, and emergency generators

Concerning obstruction removal, it is the intent of the VAB that the state should provide financial assistance for the clearing of obstructions once and a sponsor should have the capability to maintain such areas without seeking further funding under the Maintenance Program. In areas where a sponsor has acquired adequate property interest, either through ownership or easement, and clear cutting or clearing-and-grubbing activities have been done using state funding, the sponsor is responsible for maintaining these areas free and clear of obstructions without any additional state financial support. Maintenance of areas where the sponsor has acquired only the right to top trees is eligible for state funding. Cost-effective methods of limiting tree growth, such as controlled spraying, are eligible under this program. Obstruction removal projects must meet the environmental requirements noted in Chapter 5 Project Eligibility Requirements.

Maintenance and repairs may be performed on eligible buildings and associated systems and equipment that are eligible for funding under the Airport Capital Program, such as plumbing and electrical systems, roofs, and structural elements. Eligible activities include exterior and interior painting. Items and activities that are not eligible include, but are not limited to, janitorial services, wallpapering, window treatments, lamp replacement, and exterior power washing. When a project request is for the replacement of whole systems such as carpeting, heating, ceiling tiles, roof bladders, and air conditioning, DOAV will physically inspect the site and use that review to determine need and eligibility.

Sponsors should contact DOAV with questions on whether maintenance projects not listed here may be eligible under this program. In general, if a facility is eligible for state funding under the Airport Capital Program, the Facilities and Equipment Program, and the Voluntary Security Program, maintenance of the facility is most likely eligible under the Maintenance Program.

9.1.2 Purchase of Maintenance Equipment

So that sponsors have the necessary equipment to handle recurring maintenance, the VAB has identified certain pieces of maintenance equipment and their upkeep as eligible for funding assistance. Listed below are examples of eligible and ineligible maintenance equipment.

Eligible Equipment	Ineligible Equipment
<ul style="list-style-type: none"> self-propelled mowers tractors mower attachments spray attachments for vegetation control sweeper attachments snow blades trucks, new or used, with gross vehicle weight of 15,000 to 30,000 pounds, single axle, dual rear tires, dump body, and cab to seat a maximum of three people small utility vehicles and attachments specifically made for those vehicles where the vehicle may be two or four wheel drive and shall not exceed gross vehicle weight of 2,600 nor 133 inches in length and 65 inches in width 	<ul style="list-style-type: none"> chain saws, weed trimmers, etc. hand tools front end loaders fuel trucks courtesy vehicles aircraft tugs snowblowers

Equipment acquired under this program shall be operated and properly stored on airport property, except for instances where off-site repairs to the equipment are required.

Sponsors of publicly owned airports may purchase maintenance equipment through contracts established for the Commonwealth of Virginia. For information about this service, sponsors should contact the Virginia Department of General Services in Richmond at (804) 230-7701 or www.dgs.virginia.gov.

Many pieces of equipment may be available for purchase through the state and federal surplus property systems. While care must be used in acquiring such items, some surplus items have a substantial operating life remaining, and the cost is significantly lower than that of new equipment. To access the state system, sponsors should contact the Virginia Department of General Services in Richmond at (804) 230-7701 or www.dgs.virginia.gov. For eligibility and access information for the federal system, sponsors should contact the Federal Aviation Administration Washington Airports District Office at 703-661-1354.

Surplus equipment is also available from airport sponsors around the state. Airport sponsors and managers post information on this surplus equipment through DOAV's website.

9.1.3 Maintenance of Equipment

Repairs to eligible equipment and replacement of worn-out equipment components are eligible for state funding. Periodic preventative maintenance for eligible maintenance equipment, such as fluid changes and tune-ups, is not eligible for state funding.

9.2 State Participation

The state's participation rate for projects under the Maintenance Program is 80 percent, except for fueling systems, terminal buildings, and the maintenance of equipment. Fueling systems will be funded at the ratio the state originally used to install the system as described in Appendix A. Maintenance for terminal buildings will be based on the amount of public-use space as described in Appendix B. The funding rate for the maintenance of equipment is described in section 9.2.3 Maintenance of Equipment.

Each airport sponsor may receive up to \$100,000 per fiscal year for eligible maintenance projects, contingent on the availability of state funds.

9.2.1 Facility Maintenance Projects

As airport sponsors have varying financial resources for maintenance activities, DOAV offers three approaches for funding eligible maintenance projects, based on who performs the work and what expenses will be submitted for reimbursement:

- When a private contractor is used to perform the work and reimbursement will be based on labor, equipment, and materials, DOAV will fund up to 80 percent of the eligible project cost for work performed by a private contractor.
- When a sponsor performs the work using its own employees and reimbursement will be based on the cost of materials and the use of the sponsor's employees and equipment at a predetermined rate approved by the department, DOAV will fund up to 80 percent of the eligible project cost for work performed by a sponsor.
- When a sponsor performs the work using its own labor and equipment and seeks reimbursement for materials only, DOAV will fund 100 percent of the cost of eligible materials. Sponsors should contact DOAV regarding the eligibility of materials.

The supporting documentation needed for reimbursement is described in section 9.6.2 Reimbursement.

When a private contractor will be hired or where the cost of sponsor-installed materials or equipment will exceed \$5,000, the sponsor shall solicit a minimum of three bids for a project or a combination of projects. Similar projects should be combined whenever possible. Copies of all the bids shall be submitted to DOAV for review and concurrence. For certain circumstances, DOAV may concur that the receipt of three bids is extremely difficult or not feasible and will work with the sponsor using the bid documentation received. If DOAV determines that bids are too expensive, the department will work with a sponsor to resolve the issue. When the total cost of a project is less than \$5,000, only one telephone bid is required. If a private contractor is already under contract with a sponsor in accordance with the *Virginia Public Procurement Act*, a sponsor may use that contractor instead of soliciting bids for contractor services.

9.2.1.1 Obstruction Removal When federal funding will be used for an obstruction removal project, the state will participate at the prevailing rate for federally funded projects. When federal funding will not be used for an obstruction removal project, an airport sponsor needs to use the balance of the sponsor's fiscal year maintenance allocation up to \$100,000 for the obstruction removal. If the cost of the project exceeds that balance, the sponsor will need to apply to the VAB for Airport Capital Program funds for the state's participation in the remainder of the project. Obstruction removal projects will be considered as regular maintenance projects, and the state's participation rate will be 80 percent. These state rates apply regardless of the funding program utilized.

DOAV's participation in the removal of trees that have been determined to be obstructions is dependent on whether the sponsor owns the property or has an avigation easement for the property.

- When the sponsor owns the property, DOAV will reimburse the sponsor one time to remove the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing. The state's participation rate will be 80 percent.
- When the sponsor's avigation easement only permits the topping of trees, DOAV will reimburse the sponsor to cut the trees on an as needed basis. The state's participation rate will be 80 percent.
- When the sponsor's avigation easement permits the sponsor to clear cut the trees to ground level, DOAV will reimburse the sponsor one time to cut the trees. DOAV encourages the sponsor to clear and grub the area to a condition suitable for mowing if the avigation easement so permits. The state's participation rate will be 80 percent.

9.2.2 Purchase of Maintenance Equipment

A sponsor may receive up to \$35,000 over a five-year period to purchase eligible maintenance equipment. The dollar limit and time period begin with the execution of the first grant for procurement and end five years from that date. After a five-year period ends, the next period begins with the execution of the next procurement grant.

The department will fund 50 percent of the acquisition of eligible maintenance equipment. The funds that can be used to purchase maintenance equipment are part of the \$100,000 fiscal year limit.

In bid solicitations sponsors may use minimum specifications for equipment or list a specific manufacturer and product; however, if a specific piece of equipment is listed, the solicitation must also include a condition allowing for bids on equivalent equipment. When the total cost of a project is less than \$5,000, only one telephone bid is required. When the cost of equipment will exceed \$5,000, the sponsor shall solicit a minimum of three bids for the equipment. For certain circumstances, DOAV may concur that the receipt of three bids is extremely difficult or not feasible and will work with the sponsor using the bid documentation received. If DOAV determines that bids are too expensive, the department will work with a sponsor to resolve the issue. Copies of all the bids shall be submitted to DOAV for review and concurrence.

9.2.3 Maintenance of Equipment

Repairs to eligible equipment and the replacement of worn out equipment components are eligible for state funding at a 50 percent participation rate. The costs of repairs accumulate toward the \$100,000 fiscal year limit. Equipment eligible for repair using Maintenance Program funds includes:

- maintenance equipment purchased under the Maintenance Program
- air rescue and fire fighting equipment (ARFF) for air carrier airports
- snow and ice removal equipment for air carrier airports
- snow removal attachments for general aviation airports

The cost to make surplus equipment operational at the time of purchase is eligible for state funding at a 50 percent participation rate and accumulates toward the total state share of \$35,000 for equipment purchases.

9.3 Application Process

To apply for Maintenance Program funds, sponsors need to submit to DOAV, by mail, fax, or e-mail, a request package that must contain:

- a letter providing the justification and estimated cost of the project
- copies of bid documents as applicable
- a scope of work and sketch as applicable

When submitting the request, sponsors should provide as much justification and supporting information about their project as possible. Failure to provide adequate information will result in disapproval of a project.

Requests for Maintenance Program funding may be made at any time during a fiscal year. Sponsors are encouraged to call DOAV prior to submitting a request to discuss

eligibility and ask questions on treatment methods, materials, procurement, and related concerns.

9.4 Evaluation and Selection Process

Upon receipt of a Maintenance Program request either for facility maintenance or maintenance equipment, DOAV will confirm the availability of funds within the program and the sponsor's fiscal year balance to date. The project will then be reviewed for conformity with project eligibility and prerequisites, and a determination will be made on the reasonableness of the cost. DOAV will approve a project when it meets these criteria and funds are available. **It must be noted that goods ordered and services contracted for facility maintenance projects and maintenance equipment purchased prior to DOAV approval will not be eligible for reimbursement.**

9.5 Agreement Process

The agreement process for the Maintenance Program depends on whether the project is for facility maintenance, the purchase of equipment, or the maintenance of equipment.

9.5.1 Facility Maintenance Projects

After a facility maintenance project is approved, DOAV will assign a project number and issue a *Maintenance Program Funding Request Approval Form* that specifies the scope of work and the amount, conditions, and effective date of the allocation. This form will constitute a notice to proceed, and a sponsor may begin work upon receipt of the form. Grant agreements are not issued for facility maintenance projects.

9.5.2 Purchase of Maintenance Equipment

After the procurement of maintenance equipment is approved, DOAV will offer a grant agreement to the sponsor. **The execution of a grant agreement is required before a sponsor may purchase equipment.** Please refer to the agreement process section in Chapter 6 Airport Capital Program for details on grant agreements.

A sponsor is responsible for the upkeep of maintenance equipment funded through DOAV's Maintenance Program for the term specified in the grant agreement. If the equipment is sold or traded, the sponsor shall refund to DOAV in accordance with section 3.5 Disposal of Property Acquired with State Resources.

9.5.3 Maintenance of Equipment

After an equipment maintenance project is approved, DOAV will assign a project number and issue a *Maintenance Program Funding Request Approval Form* that specifies the scope of work and the amount, conditions, and effective date of the allocation. This form will constitute a notice to proceed, and a sponsor may begin work upon receipt of the form. Grant agreements are not issued for equipment maintenance projects.

9.6 Project Implementation

Once a *Maintenance Program Funding Request Approval Form* is received for a facility maintenance project or a grant agreement has been executed for a maintenance equipment project, work may begin. Based on the type of project, DOAV may inspect a facility maintenance project as it progresses or when it is complete.

9.6.1 Cost Increases

If the sponsor incurs additional costs to a previously approved maintenance project prior to approval by DOAV, the department may fund an increase up to 10 percent of the original allocation. If the additional eligible costs exceed 10 percent of the original allocation and the sponsor coordinates with DOAV on the cost increase prior to incurring these additional costs, DOAV can authorize the funding of the entire increase. All increases are subject to the availability of Maintenance Program funds.

9.6.2 Reimbursement

Requests for reimbursement can be made for partial amounts or the full amount. The department asks that reimbursements for less than \$1,000 be made for the full amount at the completion of the project. The requests must be made using DOAV's *Request for State Fund Reimbursement Form*. The form must bear the sponsor's original signature and date to certify acceptance of the costs from contractors and others. The form must be submitted with the required supporting documentation.

For the three approaches for funding eligible maintenance projects described in section 9.2.1 Facility Maintenance Projects, the following supporting documentation is needed:

- When a private contractor is used, the sponsor shall provide DOAV with copies of paid invoices from the contractor in order to be reimbursed.
- When a sponsor uses its own employees, the sponsor must keep all statements and invoices for materials, equipment, and labor to forward to DOAV for reimbursement. Labor and equipment are to be charged to the project at a predetermined rate approved by DOAV.
- When a sponsor will seek reimbursed for materials only, copies of paid invoices for materials shall be sent to DOAV for reimbursement. The sponsor will not be required to keep and submit records for labor and equipment for project reimbursement.

DOAV will review the reimbursement form and supporting documentation. If the submittal is acceptable, payment will be approved. If the submittal is not acceptable, DOAV will contact the sponsor by telephone or email to discuss errors or omissions. If the sponsor cannot be contacted within five business days, the reimbursement package will be returned with a written notification that explains any discrepancy. DOAV will withhold or reduce any reimbursement payment until discrepancies are resolved. **It must be noted that goods ordered and services contracted prior to DOAV approval will not be eligible for reimbursement.**

9.7 Emergency Maintenance Request

If circumstances occur on a weekend or holiday where a delay in repairs will create an unsafe condition, result in an airport closure, or cause a significant loss of revenue, a sponsor may follow this procedure to qualify for DOAV reimbursement:

- determine if the repair is eligible, to the best of the sponsor's knowledge
- follow the normal procurement procedure established by the local governing body
- contact DOAV on the next business day to seek confirmation of eligibility and begin the approval process

DOAV does not guarantee it will approve reimbursement for these special circumstances. Approval is more likely if a sponsor follows the proper procedure. DOAV encourages airport sponsors to keep a minimal stock of parts that have to be replaced regularly to avoid having to make purchases during such a circumstance. DOAV will participate in the purchase of a reasonable quantity of these items.